

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> ASSISTANT COUNTY ATTORNEY II: SENIOR LEGAL ADVISOR	<b>Date:</b>	
<b>Position Level:</b> 14	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 14-7

### GENERAL DESCRIPTION

Primary function is to provide legal advice to/and represent County departments and advisory boards.

### KEY RESPONSIBILITIES

*SEE ATTACHED ADDENDUM*

\* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Law Degree or equivalent doctoral degree required; financial background desired.
<i>Experience:</i>	Minimum of ten (10) years as public sector attorney
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. <b>Independent</b> judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, assess changing facts or conditions, <b>develop solutions and recommend action to staff at all levels; to the county attorney; and to the various boards and agencies under the County's aegis.</b>
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level. <b>Frequent public communications at advisory board, County Commission and Value Adjustment Board meetings</b>
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	In emergency situations, may be required to maintain constant communication with emergency personnel and/or respond to on-scene situation to provide legal guidance.
<i>Other:</i>	Minimum of five years consecutive active membership in, and maintain membership in good standing with, The Florida Bar.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADDENDUM

<b>Position Title:</b> ASST COUNTY ATTORNEY <b>II: SENIOR LEGAL ADVISOR</b> <b>Department:</b> County Attorney	<b>Class Code:</b> _____	<b>Position Level:</b> 14
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**Primary function is to provide competent, up-to-date, and relevant legal advice and representation to the TDC, Contractors' Examining Board, County department heads, personnel and advisory agencies.**

### ADDITIONAL KEY RESPONSIBILITIES

1. \*Draft, review, negotiate contracts, leases, and interlocal agreements.
2. \*Counsel advisory agencies and disciplinary boards, including TDC and Contractors' Examining Board.
3. \*Advise Commissioners, County Administrator, Department Heads and personnel.
4. Litigate primarily in the areas of tax, welfare and disciplinary issues.
  5. **Advise staff of various departments, particularly the Finance office, regarding contractual payment requirements, and negotiate with contractors to resolve payment, service and warranty issues to avoid litigation.**
  6. **Work with state agencies to resolve grant discrepancies, encroachments, and other issues.**
  7. **Advise Land Authority Executive Director and wordsmith documents for land acquisitions negotiated or obtained for BOCC.**
  8. **Advise Housing Authority SHIP office on improvements or necessary changes to documents and procedures.**
  9. **Advise Public Relations contractor regarding County's legal requirements and policies affecting third party usage of work product.**
  10. **Attend meetings of Division Directors, BOCC and Value Adjustment Board as needed.**
  11. **Develop & conduct workshops on Sunshine Law & Public Records.**

### APPROVALS

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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